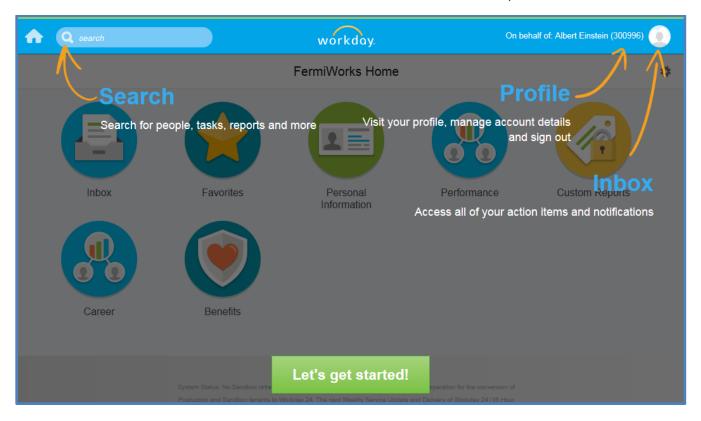
Workday is an industry leading web-based human resources management system. **FermiWorks** is the configuration of Workday that reflects Fermilab's processes and policies.

This document contains general information about the following:

- Search
- Change Your Password
- Manage Password Challenge Questions
- Notifications
- All About Me
- Worklets

- Profile
- Change Preferences
- Inbox
- Related Actions Icon
- Prompt Icon
- Summary



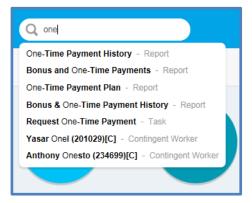
The FermiWorks introductory page previews the three main ways to navigate around FermiWorks.

- Search
- Profile
- Inbox

SEARCH

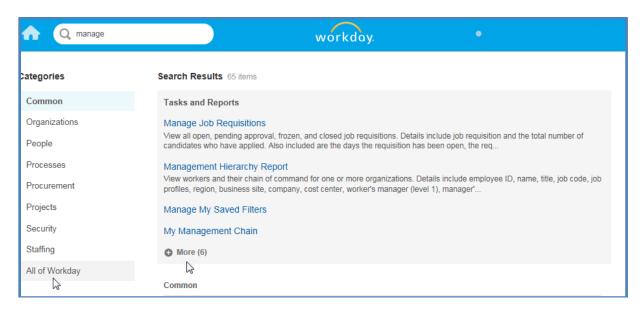


Use the Search box to locate any tasks, reports, and views available in **FermiWorks**. If you are not sure where to find information type the task name or report into the Search box.



As you type in the search box, **Fermiworks** uses smart searching to filter the entry and offer the most common search results in a drop down menu. Select one of these results or press Enter to skip the menu and display the search results in a main window.

Searches can be performed on narrow, targeted areas or expanded to include all of **FermiWorks**Select **All of Workday** to search the entire system.



Click + More if the entire list does not display.

The category searched displays under the Tasks and Reports list.

It may be quicker to select a specific category to search as the data retained in **FermiWorks** grows.

The focus of a typical search is on the most common areas of FermiWorks by default.

Click the Workday icon to go back to the FermiWorks Home Page at any time.



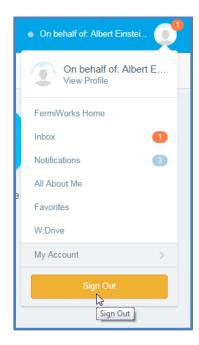
Right click your name to open another instance of FermiWorks.



PROFILE

Click My Account to manage your profile. Here you can change your password, preferences and manage your password challenge questions.

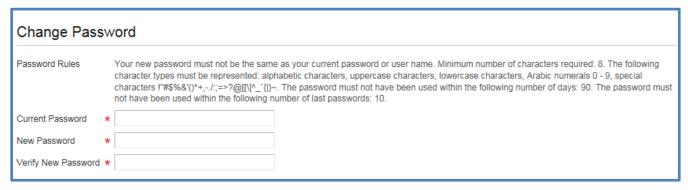
Always click Sign Out so no PII is accidentally visible. This is the Fermilab business process to log off of FermiWorks.



CHANGE YOUR PASSWORD

You must change your initial password the first time you log in to **FermiWorks**. Follow the prompts to change your password.

Passwords cannot be the same as your user name or your old password. They must also meet **FermiWorks'** password system security requirements.

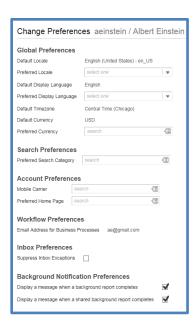


CHANGE PREFERENCES

FermiWorks provides the ability to change some user interface defaults and preferences, such as:

- The language in which you view the screens.
- Email alert settings for Process Tasks and Notifications.

Fermilab's business processes determine the access of preferences and whether you can opt in or out of email alerts for business process Tasks and Notifications. Enter the required information in the appropriate field, then click OK to save to set your preferences.

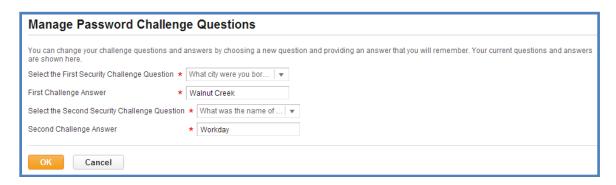


MANAGE PASSWORD CHALLENGE QUESTIONS

If you forget your password, the Password Challenge questions verify your identity.

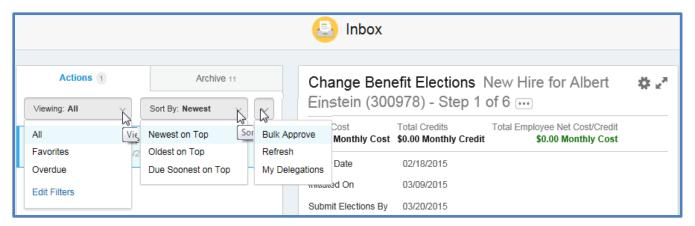
Select questions from the drop down menus and answer those questions in the answer boxes.

Click **OK** to save.



INBOX

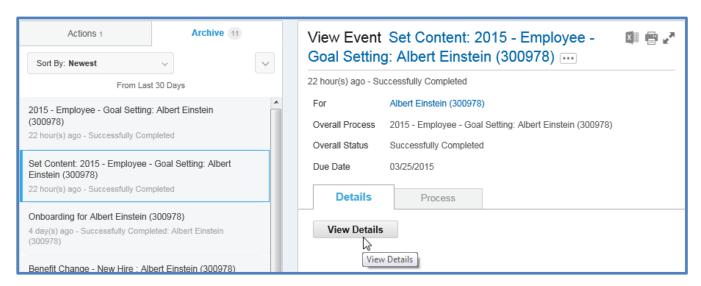
All To Do and Actions display on the left under the Actions tab. There are View and Sort options.



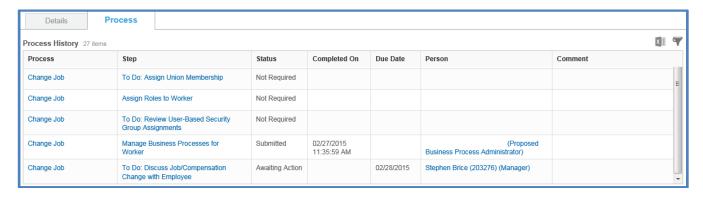
Items in your Inbox can be Bulk Approved. Your Inbox can be Refreshed to display new items. Actions can be Delegated to your Supervisor or an employee with the same security level to complete Actions as you.

Many Actions when completed trigger additional Actions. Refresh your Inbox often so all Actions display.

The Archive tab lists details of processes you initiated.



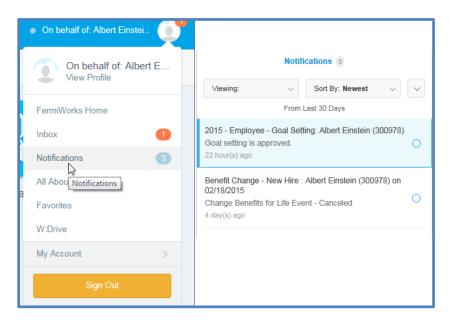
The Process History displays the status of each step of the business process as it moves through **FermiWorks**. This is a great feature in **FermiWorks**. You will often find all the information you are seeking about the business process status here.



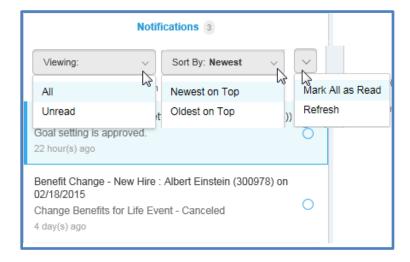
The details and process tabs are only visible if you initiated or are part of the approval chain in the process.

NOTIFICATIONS

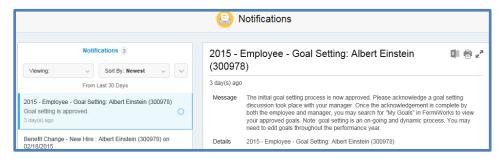
Notifications are automatically sent to notify you of process status in FermiWorks.



Notifications can be sorted by View and Newest or Oldest. Notifications can also be *Refreshed* or *Marked as Read*.



The notification details display the status of the process.



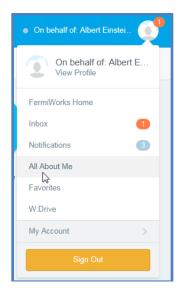
RELATED ACTIONS ICON

A Related Actions icon displays next to an object to provide a menu to take actions or complete tasks related to that object. The available actions that display depend on your security level. A manager will have a higher security level than an employee and be able to perform many more processes on their direct reports. The menu that displays depends on the object the related actions are associated to.



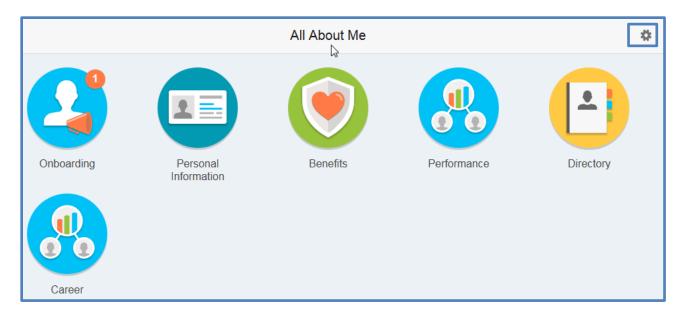


ALL ABOUT ME



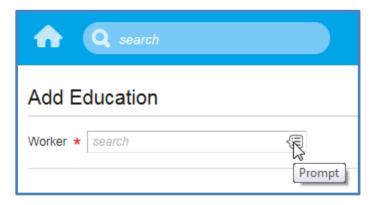
The icons on your All About Me page provide access to groups of related tasks, reports, and links called worklets. Worklets can be added or removed as allowed by Fermilab. All employees have some required worklets that cannot be removed. Some worklets may not be available based on your security level.

The gear icon to right of All About Me displays the Configure Worklets window.



PROMPT ICON

Many fields in **FermiWorks** use a Prompt icon to provide a pick list to complete the field. If a prompt displays a selection must be made from the pick list.



Click **Top** to return to the initial search criteria.

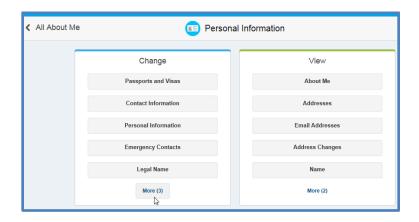


PERSONAL INFORMATION WORKLET

The Personal Information worklet contains links to view and modify personal information listed below. Many of the tasks and links that can be accessed in the Personal Information worklet can also be accessed from your Name link, or the Related Actions menu associated with your name.



The Personal Information worklet delivers some of the same functionality as the Name link and the View Worker — Related Action menu in a more condensed form. You can access and change all of your critical information using either.



NOTE: The Back button on the browser does not go back to the previous window in **FermiWorks**. Much of the data in **FermiWorks** is personally identifiable information (PII) and this ensures it is not stored in your browser after it is viewed.

BENEFITS WORKLET

The Benefits worklet allows you to change, view and access external links to manage your benefit choices.

Benefits Benefits

PERFORMANCE WORKLET

The Performance worklet allows you to manage performance reviews, set goals, and add goals as applicable throughout the calendar year. Your performance reviews are now completely processed on line in **FermiWorks**.

CAREER WORKLET

The Career worklet allows you to manage career details, including education, accomplishments, and awards.

If you have any FermiWorks questions, please contact your HR Partner or Monica Holmes (x4634, mholmes@fnal.gov).

Summary

The Enter key does not start a process. Always click OK to move to the next step.

The process moves on when OK is clicked. Click Done to confirm the Action is complete.

FermiWorks deletes any search terms entered if there is no matching data. If there is a typo, the entire term must be retyped.

Click the Workday icon at the top of the window to display the FermiWorks Home page at any time.

Anything entered in FermiWorks that was saved will display in the system exactly as it was typed. Please remember to capitalize all names, street, names, cities, and other proper nouns as appropriate. Once it is saved in the system, it may be difficult to correct.

Be aware that adding a dependent to your FermiWorks account does NOT automatically enroll them in any benefits coverage. Use the Enroll/Change Beneficiaries process to accomplish this.

FermiWorks displays + and - to open and close sections such as phone number, address, etc. If you click +, enter information and then click - to close the section to move to the next, this information is not saved. Keep the section open in order to save the data entered.

The browser back button does not work in FermiWorks. To get back to the FermiWorks Home page, click the Workday logo at the top of the window.

FermiWorks does not take the place of all of the communication that is required to complete human resources business processes. Continue to communicate with your manager and HR Partner to make the proper business decisions.

If a job requisition is approved and changes are required, use the Edit Job Requisition to make any changes that do not require approval.

FermiWorks is cloud application. This allows Fermilab to take advantage of using the latest hardware and software without having to spend time on upgrades. This application was vetted with the DOE to be secure.

FermiWorks users can only see other workers contact information, team members/management chain and organization information about each other.

If certain FermiWorks fields have red asterisks to indicate a required field but no field displays to enter any information, click the res asterisk to open the section.